

RECOVERY

The IT section will be responsible for ensuring that the main servers are reconstructed, vital information is restored and that the network is made functionally available to all ISDA divisions and sections.

Division administrators and section managers or leaders should have specific recovery plans for their divisions or sections for the reconstruction of computers; restoration of electronic programs, files, forms, and applications; and the reinstatement of the division or section functions.

It is also recommended that the recovery plan include specifics such as a list of programs utilized by each computer, special forms or certificates, special equipment or hardware required for the functioning of the section (i.e., stamps, seals, testing equipment, etc.) and a vendors list of contact information for specific equipment, hardware or programs.

In the case of a disaster, all members of IT staff could help reconstruct a server with the proper tape device and applications which would allow the ISDA to restore its necessary applications and its data from offsite storage tapes.

Rotation and Offsite Storage for the Boise Offices:

Every day a courier from the State Records Department (Bureau of Copies and Records) stops by and picks up our two tapes from the night before and returns our tapes from two nights ago. Friday's tapes are treated differently. The Bureau of Copies and Records retains our last 4 sets of Friday tapes. When a new set of Friday tapes comes in – the oldest Friday set is returned on the next exchange. Thus we always have the latest set of tapes, and the last 4 sets of Friday tapes, stored offsite.

We also pull a tape dated near the 1st of each month from each of the two tape sets. We keep this tape for 1 year (in-house). Thus we also have a set of 24 tapes (12 from each set), which give us a noncontiguous backup, which goes back 1 year.